

CUB CAREER CORNER

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MAKING JOB HUNTING A SUCCESSFUL PRACTICE

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**ATTEND LACC'S
JOB FAIR ON
APRIL 19, 2010
FROM 10-1. MORE
INFORMATION ON
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Job hunting can be very stressful. You have to write an eye-catching resume, apply to bazillions of employers, interview with people who would make great police interrogators, and even then it can take months to find a job that is right for you. So how can you make the best of it and even enjoy the job search?

Remember a job search has seven main parts:

- Identifying work that you would enjoy doing.
- Exploring employers that have the kinds of jobs you would enjoy.
- Preparing documents that highlight your qualifications.
- Contacting employers.
- Interviewing with employers.
- Following up with employers.

Your first task is identifying what you want to do career-wise. In addition, you need to identify companies who can use someone with your talents, energy, and personality. So – do you know what kind of job you want? If not, take some time to explore what you can do with your education, skills, abilities, values, and interests.

Next, explore companies that have the kinds of jobs you are interested in pursuing. Don't

know where to begin? Start at your local employment office, college career center, or let your fingers do the walking on the Web. Become very familiar with the qualifications for jobs that interest you. Keep a list of "hot prospects" that you can refer to later.

Now, do some up close and personal research by either conducting an informational interview or talking to people who work for the places you are interested in working. Keep records of who you contact and when. Also, use your calendar to keep track of your schedule.

Next, put together a resume that you are willing to share with complete strangers. Every time you have the opportunity to show it to someone, do! Your resume is your ticket to the "big leagues" so it's good to take tips from the pros you meet. Ask them to be critical, but also ask them if they know anyone who might have a job opening. If you leave your resume, call or email the person back once in a while to make sure the person thinks of you when an opening is discussed.

When your resume is polished, put together a cover letter and send it to employers you have not been able to visit, but for whom you are interested in working. Customize your cover letter to the job as it is posted. No one likes a "to whom it may concern" letter. Send out at least

one a day and mark on your calendar when you sent it. Then you can follow up with a phone call or email later.

Before you interview. Be sure to research the company, and identify your best strengths for the position. This preparation will help you present your best face in the interview. On the day of the interview, arrive early, get acquainted with the staff and environment of the workplace, and ease out of any nervousness you might be experiencing.

After your interview, take time to write down how you think you did and what you need to work on for the next interview. Also, be sure to record in your planner when you can expect to hear from the employer about the offer. When you get back home, take time to write a handwritten thank-you note to the interviewer and drop it in the mail the next day.

Finally, when an employer calls to make an offer, be sure that you know what your requirements are. Write them down so you can discuss them either on the phone or face-to-face. For more information, contact LACC's Career & Job Development Center. They can assist you with resume development and interviewing coaching.

HOW SHOULD I PREPARE FOR AN INTERVIEW?

The job interview is an opportunity to convince an employer that you have the skills and qualities needed to handle a job and to decide whether or not you want the job.

Plan carefully for the interview. Learn about the organization before you go so you can demonstrate knowledge of its goals, products, or services and describe how you would contribute to the organization.

Here are some things you can do:

- If possible, talk to one or more people who work for the organization about what it does and how they like working there.
- For large organizations, call your local library and ask if they have an annual report for the organization. If not, call their Human Resources Development Office and ask for literature about the organization.

Try to get a good understanding of the duties and skills which the job requires. Think about your past experience at school, at other jobs, and in volunteer or extracurricular activities.

Then:

- Think of examples of things you have done that are similar to the duties of the job for which you are applying.
- Think about the questions the employer might ask you. Be sure you have answers for these questions.
- Prepare a list of references with names, addresses, and phone numbers.
- Think about the conditions that are most important to you in a job. Think of tactful ways of asking about these things if the employer does not bring them up.
- Visit LACC's Career & Job Development Center in order to obtain interview questions that may help you begin to practice memorizing the answers to some very basic questions. One such question is: Tell us more about yourself and of how your educational and work experiences have prepared you for this position. See, that is a very basic question. However, most people are not used to speaking about themselves. Remember, an interview is a chance for you to SELL yourself to the company/organization. You need to learn how to brand yourself in order to walk out of the interviewing room feeling confident about your interview. Discover ©



"It is our attitude at the beginning of a difficult task which, more than anything else, will affect its successful outcome." – William James

EMPLOYMENT AGENCIES—WHAT DO THEY DO TO HELP?

State employment agencies or one-stop centers (the name varies in each state) are a very valuable source of job placement assistance. There is no charge either to you or to employers for services rendered through these agencies.

The state employment service office (or one-stop center) has a statewide database of job "orders" which have been placed by employers in their databases. These outline what they are looking for and the type of qualifications they would like prospective candidates to possess. Using computer software that accesses this database, you may then conduct job searches or openings or the type of job you would like and geographic locations where openings are found. Once you locate something that is of interest to you, an employment counselor will talk with you about your qualifications for the position and, if appropriate, make an appointment for you with the person performing the hiring activities. In order to locate your local employment service office or one stop center go to the internet and search "One Stop Center Los Angeles", "WorkSource Centers Los Angeles" or "Job Service Los Angeles" and several locations will be listed for you. Remember, you can also contact the Employment Development Department by visiting:

www.edd.ca.gov



LACC'S CAREER/JOB FAIR: MAY 10, 2010

California's unemployment rate is well above the national rate. Many people in our communities are struggling due to the job loss, downsizing, etc. "The unemployment rate hasn't peaked yet," said Jed Kolko, associate director of research at the Public Policy Institute of California. "It's likely to still get higher, and stay high for several more quarters." Our Career & Job Development Center will be assisting its students and community members by hosting

a **CAREER/JOB FAIR on our campus on Monday, APRIL 19, 2010 from 10-1 p.m on south quad** (in front of the Cesar Chavez Administration building. Come prepared to speak to many organizations/companies with job openings. There are opportunities out there for you. You just need to focus on preparing yourself with a presentable and tantalizing resume. Also brush up on your

interviewing skills. If you need resume assistance, please contact LACC's Career & Job Development Center and we will help. For an appointment just call (323) 953-4000 Ext. 2210 and ask to make a resume/cover letter appointment. Be on the lookout for April's Cub Corner newsletter as we will have more articles on resume writing and cover letter development. For questions, please call our office and we will be more than happy to help.



LACCD INTERNS—WHAT CAN THEY DO FOR ME?

As their brochure states, the LACCD Interns & Green Jobs Program is designed to expand career opportunities for students within the Los Angeles Community College District. This program works with private businesses and firms in order to create hundreds of new, paid and unpaid, internships in a wide range of occupations. These occupations include but are not limited to architecture, construction, customer services, graphics, sales, green

jobs, engineering, technology and business management, marketing, etc. These internships provide students with the training, skill and knowledge necessary to be successful in our modern workforce. The best part of it is that you can qualify if you are enrolled in at least 6 units within our district. Yes, that means you can be enrolled in 3 units at City and 3 units at Pierce and still be eligible. Isn't that wonderful! Would you be interested in getting your foot

in the door and opening hundreds of possibilities for yourself? Are you ready to earn while you learn? Then visit LACC's Career & Job Development Center on Tuesdays from 1:00-3:00 in order to speak to a representative regarding your particular goals. You can also visit then online at www.laccdinterns. Ask for Lisa Fitch or Brandon Spicer when you visit the Career & Job Development Center or call the Interns program directly at (213) 996-2533.

www.lacitycollege.edu/services/career

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Visit the Job Boards Located outside of the General Counseling Department and you Career & Job Development Center in order to view updated job information. Postings are updated every other Tuesday!

WHAT HAPPENS DURING A JOB INTERVIEW?

During a job interview, the employer takes the lead and explains some of the following kinds of things:

- The purpose and goals of the organization
- The role of this office/group within the organization
- Future plans and goals for this office/group
- Job duties
- Management style and expectations
- Opportunities for promotion/ fringe benefits



Then, the employer usually asks questions about your training and experience. The way you answer these questions reveals your personality, your problem-solving and coping skills, and your knowledge.

When the employer asks you to talk about your skills and experience, relate them directly to the position. Think about your past experience at school, at other jobs, and in volunteer or extracurricular activities. Then:

- Give examples of things you have done that are similar to the duties of the job for which you are applying.
- Indicate your willingness to learn new skills you need -- through reading, course work, or taking your own time to learn from others.

When you have the opportunity to take the lead, ask questions about the organization or the position.

In addition to the one-on-one interview, there are other types of interview formats you should be aware of:

- **Group or Panel Interviews** -- Two or more employer representatives interview you alone or in a group with other applicants.
- **Observation Interview** -- You are evaluated while conducting a presentation or performing a task. This format may be used when interpersonal relations and teamwork skills are the most essential job factors.
- **Telephone Interview** -- Prepare as you would for any other interview, but pay special attention to your verbal presentation. Try to schedule the call in a quiet room free of interruptions. Take notes and have your resume on hand to answer specific questions about your experience. Be aware that a seemingly casual phone conversation with any employer can actually be a screening interview.
- **Virtual Interview** -- This format is cost-efficient for an employer located in a distant city, and may occur on- or off-campus using videoconferencing equipment or a PC-mounted camera linked to a special telephone line.
- **Performance Interview** -- This manner of interviewing asks the candidate to perform activities that are required by the job being offered. For example, some teaching interviews will require that the applicant teach a mini-lesson on a particular topic for about 10 minutes or so.